



Commission on Athletics

**Women's Volleyball
Guide**

September 2007

WOMEN'S VOLLEYBALL

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POSTCONFERENCE COMPETITION

All rules and regulations set forth in this guide are subject to review and modification by the Commission on Athletics (COA).

1. WOMEN'S VOLLEYBALL

After conference participants have been identified, there shall be two (2) rounds of regional contests to identify eight (8) volleyball teams which shall participate in a double elimination tournament to decide the state championship college.

2. CONFERENCE COMPETITION

All conference competition shall be completed by Saturday, two (2) weeks prior to the end of postconference competition. (See COA Bylaw 3.11.) 4/7/06

3. GENERAL GUIDELINES FOR POSTCONFERENCE COMPETITION

3.1. ON-SITE HOST ADMINISTRATORS FOR POSTCONFERENCE EVENTS (SEE COA BYLAW 6.12.)

3.2. ON-SITE PROTEST COMMITTEES FOR POSTCONFERENCE EVENTS (SEE COA BYLAW 6.13.)

3.3. FINANCIAL CONSIDERATIONS (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.13.)

3.4. PLAYING RULES (SEE COA BYLAW 4.)

All matches shall be played by current NCAA rules with the following exceptions:

- A. Any participant ejected from a game, meet, or match due to an inappropriate act just prior to postconference competition shall be suspended from the next postconference game, meet, or match. When the ejection is the participant's second ejection of the conference season, the participant is suspended for all postconference competition.
- B. Any participant who strikes an event official shall be suspended from that postconference competition during the season and is liable for a future conference sanction.
- C. The participant ejected from a postconference competition game, meet, or match shall be suspended for the next event. A second ejection by the participant shall cause suspension for the remainder of that postconference competition.

3.5. OFFICIALS

- A. A north and a south official's coordinator will be selected by the CCCWVCA Executive Committee by September 1 of each year. This coordinator will be responsible for arranging and assigning officials including lines people for all regional and state postconference competition.
- B. The State Tournament Committee will select an official's coordinator for the state championship who shall be paid a fee of \$100. Coaches may submit a list of preferred officials to the State Tournament Committee by November 1.
- C. Officials for regional and state postconference competition shall be paid according to COA Bylaws 6.8.4 and 6.8.5.
- D. Official lines people for regional and state postconference competition shall be paid \$30 each—Two (2) per match for all postconference competition, regional and state.
- E. Official scorer for regional and state postconference competitions shall be paid \$25.00 each—Two (2) per match for all postconference competition, regional and state.

3.6. EQUIPMENT

The ball to be used for all postconference competition shall be the official ball of the COA/CCCAA.

3.7. COACHES ASSOCIATION (See COA Bylaw 6.6.)

- A. The CCCWVCA shall meet annually in conjunction with the north and south seeding meeting. **At this meeting, a representative from all teams qualifying for regional competition must be in attendance to receive instructions in hosting/participating in postconference competition.**
- B. This postconference competition guide shall be reviewed bi-annually at the CCCWVCA Executive Committee business meeting.

4. FORMAT FOR REGIONAL PLAY

4.1. PARTICIPANTS (SEE COA BYLAW 6.17.)

All first-place and second-place conference/division finishers, plus at-large teams where allowed, shall be designated as participants. Exceptions: In the south, the first-place team of each conference shall be an automatic qualifier. In conferences of ten (10) or more teams that have divisions of five (5) or more teams, the first-place team shall be an automatic qualifier. The remaining berths in regional play-offs will be filled from the at-large pool. There shall be 16 teams representing northern conferences and 16 teams representing southern conferences.

4.2. SEEDING MEETINGS

The seeding meeting process shall be as follows:

- A. Immediately upon completion of conference competition, there shall be scheduled meetings for the purposes of seeding conference qualifiers to regional matches. There shall be a meeting in the north and in the south. The seeding meetings shall be chaired by the CCCWVCA president and president-elect/past of their corresponding regions. When possible, the COA women's volleyball representative shall attend one (1) of these two (2) meetings, while the COA Executive Director or his/her designee shall attend the other. 10/13/06
- B. Conferences with more than one (1) division which play any cross-over contest that is used to determine conference standings will be represented by a single conference seeding representative. Divisions which do not count cross-over contests in their division standings will each have a seeding representative. The seeding meeting chair cannot also be a seeding representative. 10/13/06

As a first order of business, conferences/divisions shall present their teams in rank order. The rank order shall be noted and kept by the meeting chair. Seeding representatives shall follow their conference/division rank order. The seeding committee shall not change the rankings of colleges as specified by a conference/division.

In the south, the first-place team of each conference shall be an automatic qualifier. In conferences of ten (10) or more teams that have divisions of five (5) or more teams, the first-place team shall be an automatic qualifier. The remaining berths in regional playoffs will be filled from the at-large pool.

- C. Coaches of qualifying teams and teams which are potential "at-large" candidates shall provide seasonal records on the Season Result Form to each member of the seeding committee (12 copies). The Season Result Form for this information shall be supplied to coaches by November 1 (see Appendix C of this guide).
- D. Each seeding committee shall seed its region's 16 teams (1 through 16) according to their strength. The top seeded team shall be number 1, the lowest seeded team shall be number 16.

E. The seeding committee shall establish regional first-round games according to the following guidelines:

1. Colleges from the same conference shall not play each other in the first round. 10/13/06
2. In order to reduce expense and travel, the seeding committee may adjust seeds 9-16 by moving a team up or down one (1) place.
3. For the regional matches and the state tournament, the order of the regional seeds shall not stay intact. The winning seeds shall advance in their order; i.e., if the number 16 seed upsets the number 1 seed, the number 16 seed takes the number 1 seed. 10/13/06

F. Seeding Committee Agenda 10/13/06

1. Protocol

All presentations will be by conference seeding representatives in alphabetical order by conference:

- ◆ List all automatic qualifying teams with conference standings and records.
- ◆ List all teams bidding for at-large with conference standings and records.

For all bids the Seeding Committee will:

- ◆ Pass out season results forms and present teams for grouping
- ◆ Fill out seeding criteria worksheet for grouping
- ◆ Discuss and answer questions within grouping
- ◆ Tally vote for four (4)* teams (*except for at-large grouping in the south)
- ◆ If teams are tied, use criteria to break the tie and revote among tied teams

Once four (4) teams are determined:

- ◆ Present teams for seeding
- ◆ Fill out seeding criteria worksheet for grouping
- ◆ Discuss and answer questions within grouping
- ◆ Vote in rank order
- ◆ If teams are tied, use criteria to break the tie and revote among tied teams

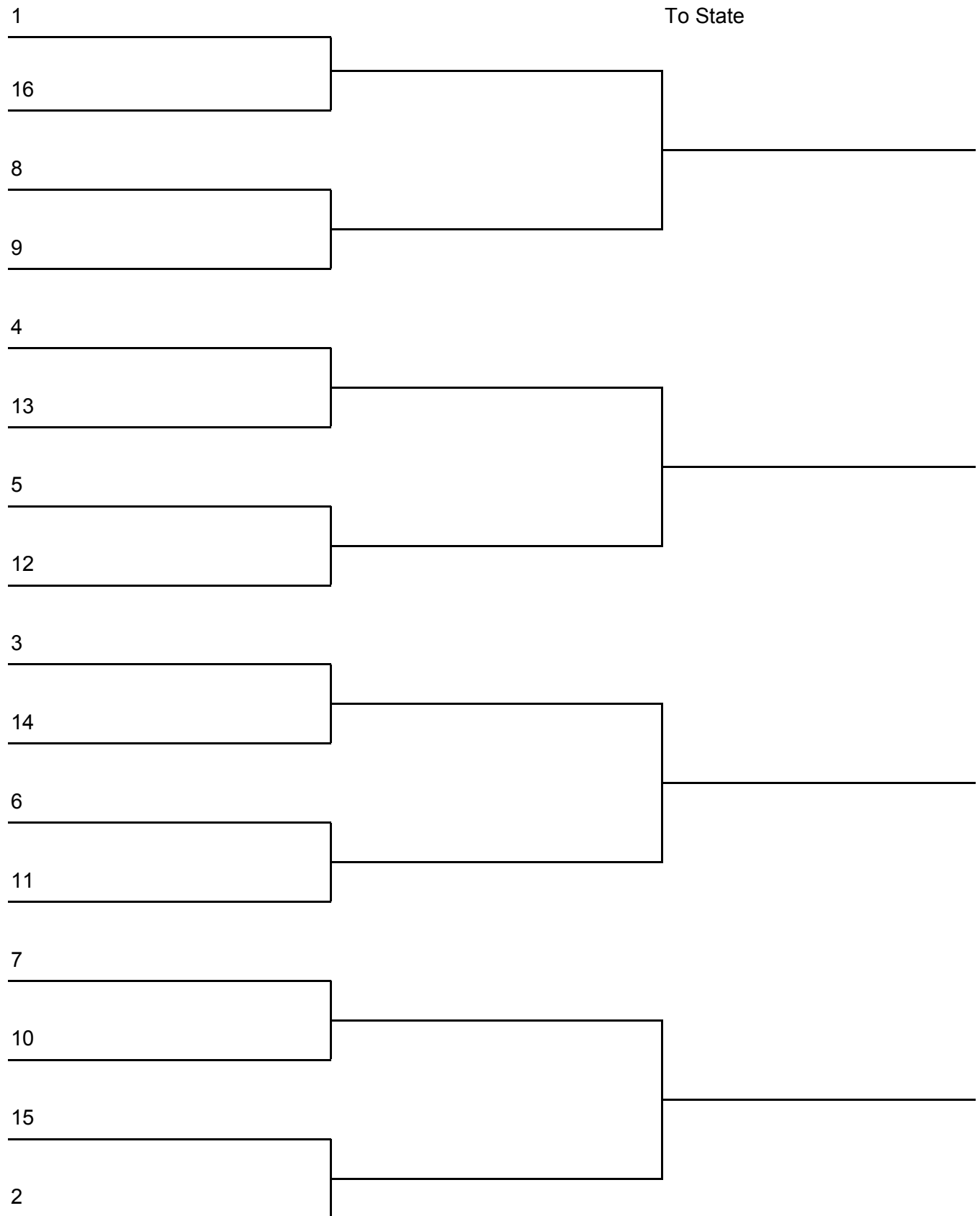
2. Order of Process

- a. Submit at-large bids
- b. Select at-large bids
- c. Submit bids 1-4
- d. Seed teams 1-4
- e. Submit bids 5-8
- f. Seed teams 5-8
- g. Submit bids 9-12
- h. Seed teams 9-12
- i. Submit bids 13-16
- j. Seed teams 13-16

G. Seeding for qualifiers and for determining “at-large” berths into the regional playoff brackets shall be based on the criteria listed below. These criteria appear in the priority order in which the factors are to be considered. 10/13/06

1. Head-to-head competition
 - a. Dual matches – best of 5
 - b. Dual matches – other than above
 - c. Tournament playoff – best of 3
 - d. Tournament pool play
 - e. Tournament playoff – 1 game
2. Common opponents
 - a. Dual matches – best of 5
 - b. Dual matches – other than above
 - c. Tournament playoff – best of 3
 - d. Tournament pool play
 - e. Tournament playoff – 1 game
3. Season record
 - a. Overall strength of schedule/results
 - b. Tournament placement
4. Season results must be submitted on the Season Result Form (see Appendix C of this guide).
5. If season records and match results are not available for any given team at the time of the seeding meeting, said team(s) shall risk being seeded lower.

H. The brackets of regional rounds shall be as follows:



4.3. REGIONAL HOST AND GAME SITE (SEE COA BYLAWS 6.8.6 AND 6.14.3.)

(See Appendix A of this guide.)

- A. For regional rounds one (1) and two (2), the higher seeded college shall be designated as a host college.
- B. Round one (1) of regional play shall be played on the Tuesday prior to Thanksgiving Day. 4/7/06
- C. Round two (2) of regional play shall be played on the Saturday after Thanksgiving Day. 4/7/06
- D. The suggested match time for regional rounds one (1) and two (2) is 7:00 p.m.
- E. The remaining four (4) colleges in each region shall move to the state championship tournament on the weekend following regional play.

4.4. MATCH FORMAT

- A. Each regional match shall be the best of five (5) games.
- B. Teams are eliminated from further postconference competition with a loss in either round one (1) or round two (2).

4.5. TICKET INFORMATION 4/5/07

- A. The price of admission shall be a minimum of:
 - 1. \$8.00 – All seats except,
 - 2. \$5.00 – All identified students, faculty, staff, senior citizens and children under 12 years of age.
 - 3. \$1.00 — Youth groups of eight (8) or more.
 - 4. Current CCCWVCA Membership cards, COA Lifetime Passes, and Conference Commissioner and COA ID cards shall be honored for entry.
- B. Passes
 - 1. The only passes honored shall be regular press passes according to host college policies.
 - 2. There shall be no other passes honored except those outlined in part “A” above. Regional matches are a part of the state playoff system. No student, parent, conference, or any other passes shall be accepted. It is important that this notice be publicized prior to your game. We must defray game expenses.

4.6. AUTHORIZED GAME EXPENSES (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.3.)**4.7. REGIONAL EVENT ADMINISTRATION**

- A. Participating colleges acting as host sites shall pay the administrative expenses of that event. Profit made above the administrative costs of each match shall be sent to the COA Executive Director's office.
- B. Participating colleges shall pay the travel expenses of their team.
- C. Host and participating team expense forms are included in this guide.

4.8. AWARDS

There shall be no awards presented at regional events.

4.9. CONCESSIONS AND PROGRAM SALES (SEE COA BYLAW 6.8.17.)

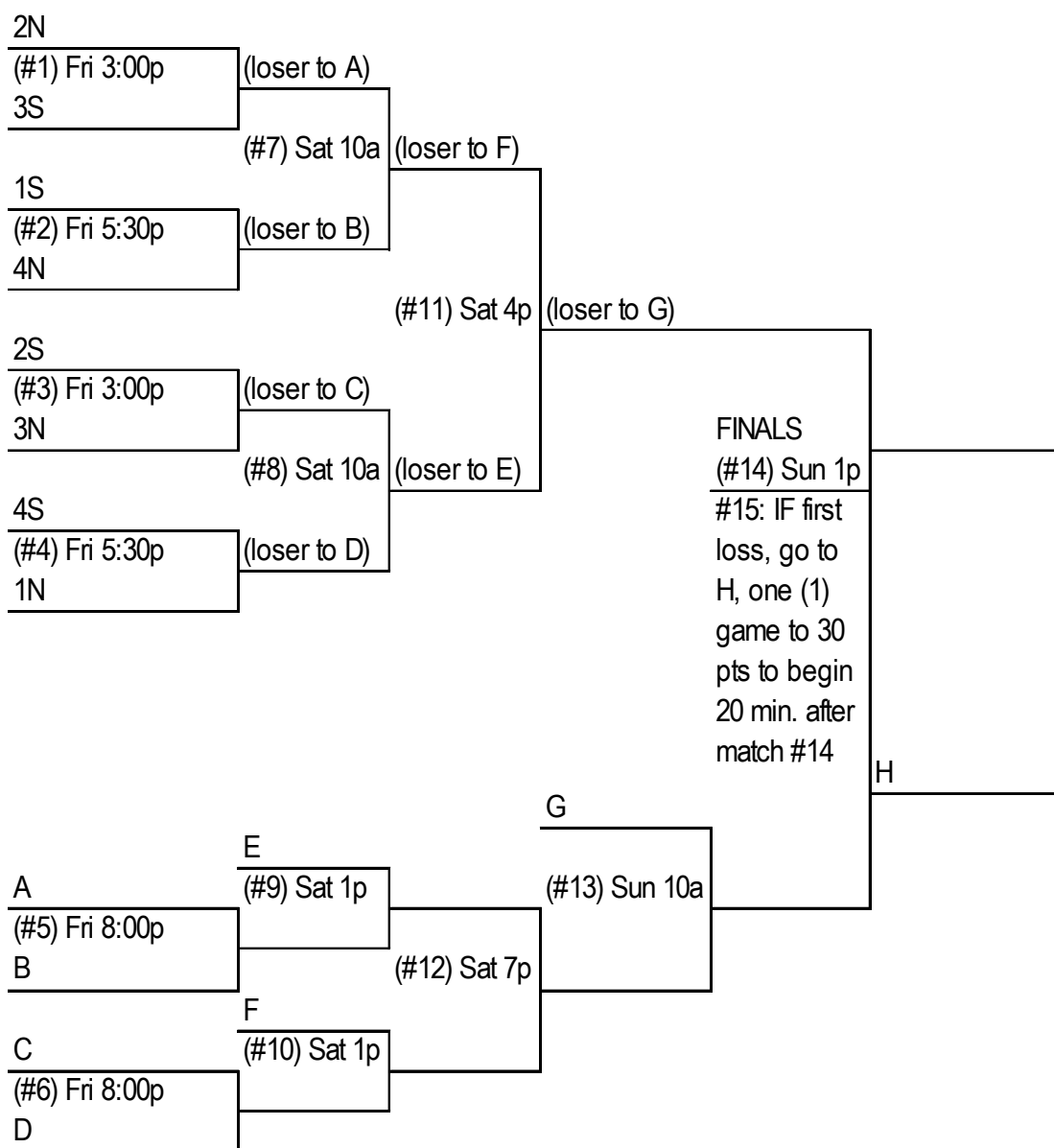
5. STATE TOURNAMENT FORMAT

5.1 DATE AND SITE (SEE COA BYLAW S 3.11, 6.8.6, AND 6.14.3.)

- A. The state championship event manager is selected by the CCCWVCA Executive Board.
- B. The State Tournament Committee is comprised of volleyball coaches throughout the state.
- C. The tournament site has been designated by the COA and the festival committee.
- D. The CCCWVCA Executive Committee, with input from the COA Executive Director's office and the COA women's volleyball representative, shall be responsible for the state site selection.
- E. Site selection(s) shall be determined two (2) years in advance.
- F. State Tournament Brackets: 4/7/06

SEED

(Game #) Day, time



5.2. EVENT MANAGER (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.)

- A. An event manager shall be selected to administer the details of the tournament. He/she shall receive a stipend for his/her work. The COA volleyball representative and the hosting conference shall establish the amount of the event manager's stipend.
- B. The event manager shall be responsible for the detailed administration of the tournament including (also refer to the COA Event Manager's Manual):
 1. Assignment and supervision of ticket sellers and takers.
 2. Assignment and supervision of building and parking lot security.
 3. Procurement of game balls, if to be donated.
 4. Preparation of awards and their presentation (see COA Bylaw 7.2).
 5. Assignment and supervision of tournament officials .
 6. Procurement of tournament headquarters hotel that is geographically located to provide ease of transportation to the tournament site and will offer the lowest room costs for tournament participants.
 7. The development and administration of a hospitality room for the press and coaches including door supervision and the procurement of refreshments.
 8. The development and distribution of pre-tournament information outlining the specific details of the tournament.
 9. Providing a certified trainer at the tournament site (each participating college shall provide their own training supplies).
 10. Distribute Season Results Form (Appendix C in this guide) prior to November 1.
 11. Be responsible for reviewing and evaluating the tournament.
 12. Submit all gathered information to the CCCWVCA Executive Committee for review.

5.3. AUTHORIZED PARTICIPATING COLLEGE GAME EXPENSES (SEE COA BYLAW 8.1.3.)**5.4. OFFICIALS (See 3.5)****5.5. AWARDS (SEE COA BYLAW 7.2)**

- A. There shall be a Most Valuable Player (MVP) and eleven (11) All-Tournament awards. These awards shall not be included in the tournament budget and shall be paid from non-tournament income.
- B. All-Tournament Selection Committee
 1. The State All-Tournament Selection Committee shall consist of coaches of regional qualifying teams not represented in the state tournament. The event manager shall appoint qualified individuals should vacancies occur. Coaches of participating teams shall also be polled for their selections.
 2. Criteria for selecting All-Tournament Team
 - a. Overall skill ability, leadership, execution of offensive and defensive strategies, emotional stability, and sportsmanship.
 - b. Only the performance of the athlete during championship tournament play is to be considered, not her season record.
 - c. Consistent reprimand by officials for poor court conduct shall eliminate a player from consideration.
 - d. A specialty player may be considered for selection.

3. Criteria for selecting the Most Valuable Player
 - a. The same criteria used in “#2” above.
 - b. The player must be on one (1) of the teams in the finals.

5.6. TICKET INFORMATION

A. General admission passes (Daily): 4/7/06, 4/5/07

1. \$10.00 – All seats except,
2. \$6.00 – All identified students, faculty, staff, senior citizens, and children under 12 years of age.
3. \$24.00 – Tournament Pass (Provides admission for all three (3) days.)
4. Current CCCWVCA Membership cards, COA Lifetime Passes, and Conference Commissioner and COA ID cards shall be honored for entry. No student, parent, conference, or any other passes shall be accepted.
5. Purchase of a General Admission Pass (1, 2, & 3 above) entitles the bearer to see all tournament games on the day of purchase. A hand stamp shall be used to identify those who need to leave and return.
6. Purchase of a tournament pass entitles bearer to see all of the tournament games throughout the championship.

5.7. MEDIA INFORMATION

- A. Each college shall be permitted one (1) college newspaper reporter at the press table during its game only. College news media must request credentials in advance.
- B. Seating for media representatives will be provided at courtside for accredited news media only.
- C. Official statistics will be distributed to the media following each game.
- D. Phones will be available in the working press room for the exclusive use of the media on a collect or credit card basis only. Media representatives shall arrange for their own courtside telephones.
- E. Agencies wishing to sponsor television or radio broadcasts of games shall make arrangements with the event manager. There may be a cost for these productions. The COA Executive Director's office shall establish such costs.

Radio broadcasting facilities will be available at courtside. To broadcast, stations must request credentials, as per the above, and make their own arrangements for installation of lines.

Excerpted from the COA Constitution and Bylaws, Bylaw 4:

4.3 Decorum

4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

- A. **PARTICIPANT** — is a player, coach, team member, team attendant, official, or college staff member.
- B. **DISQUALIFICATION** — is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but are covered by the rules of the sport.
- C. **EJECTION** — is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.
 1. **First Offense:** In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the conference commissioner to determine if the ejection is a “strike” and covered by this policy.

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2. All ejections shall be treated as first offenses unless a previous "strike" has been declared by the conference commissioner.
 3. Second "strike" (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC.
 4. Determination of whether or not an ejection is a "strike" may only be appealed to the conference appeals board. A decision by the conference appeals board is final.
- D. **VERBAL OR ABUSIVE BEHAVIOR** — is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. **PHYSICAL ABUSE** — is defined as any physical act that results in ejection.
- F. **EVENT** — is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.
- G. **FOR WATER POLO: Game disqualification** — The official may issue a participant a disqualification which results in disqualification from that contest for overaggressive play or actions that are unacceptable within the spirit of the rules and are likely to bring the game into disrepute. All applications of the rule per the NCAA Rule Book.

(Adopted: April 6, 2007; Effective: July 1, 2007)

4.3.2 Where official playing rules and COA decorum rules differ, the most stringent rules shall be enforced.

4.4 Punishment for Physically Assaulting Officials

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

4.5 Punishment for Leaving Bench Area

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

4.6 Punishment for Violation of the Tobacco and Substance Abuse Policy

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.

4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.5.

4.7 Reporting of Ejections

4.7.1 Within 24 hours after a contest where there has been an ejection of a player or a participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in Bylaw 4.3 and 4.4. Failure of an athletic director to report may be referred to the conference commissioner for disciplinary action. Conference commissioners shall cause the report of ejections to be sent to the next team on the college's schedule.

4.7.2 Coaches or team attendants penalized by any of the above rules are prohibited from participation during a game only, not from carrying out assigned non--game responsibilities.

4.7.3 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.

APPENDIX A

REGIONAL EVENT ADMINISTRATION

If selected to host a regional volleyball competition, the host college will have two (2) days' notice to prepare for a championship competition. This checklist should assist you in making necessary arrangements. 4/7/06

*****You will be notified immediately following the seeding meeting*****

1. This is a championship event and should take precedence over regular season games or practice of other sports.
2. Contact local media for pre- and post-match information.
3. Request a complete roster from opponent to develop a regional match program (photo copy rosters for spectators).
4. Personnel: Make arrangements for facility management (ticket takers/sellers, security, and maintenance) and game management (announcer, scorekeeper, SID/statistics, officials - including line judge, and trainer).
5. Officials: Verify name of officials with assignor. Regional and state championship payment shall be per COA Bylaws 6.8.4 and 6.8.5, and Guide sections 3.5 and 5.4 with no travel reimbursement.
6. Trainer: Schedule a home team certified trainer according to COA Bylaw 9, Medical Guidelines. Payment of trainers is also included in COA Bylaw 9, Medical Guidelines.
7. Concessions: Confirm concessions preparation when appropriate. (See COA Bylaw 6.8.17.)
8. Facility:
 - ◆ Determine if additional maintenance is needed before competition.
 - ◆ Competition court available two (2) hours prior to match.
 - ◆ Have locker room available with chalkboard for opponent.
9. Complete regional team report with media clippings and program and send to COA Executive Director's office.
10. Call or fax results to the COA Executive Director's office, state event manager, and local media.

Sports Information:

If your college does not have a sports information professional to assist you, the California Community College Sports Information Association (CCCSIA) has compiled the following to help you better serve your student athletes.

Prior to the start of each season, each coach should provide a *complete* roster (in column order: Number, Name, [first, then last], Position, Height, Weight, Year of Eligibility, Hometown, High School) to his/her college's sports information office or whoever handles sports information functions (public information, athletic secretary, athletic director, etc.), his/her sport's state statistician and the COA office. Updates should be sent as necessary.

The coach and his or her staff should also know who the local media are and have a directory (phone and fax numbers) of those media outlets. Results of each contest should be reported to the local media regardless of the outcome (win, lose, tie, rainout postponement). The coach is responsible for making sure adequate statistics are being kept on each contest and that a copy of those statistics can be provided to members of the media following each contest. Members of the California Community College Sports Information Association (CCCSIA) have adopted the NCAA standards for statistical reporting.

Coaches should also be willing to serve as ambassadors for their colleges and for the good of the entire community college athletic scene, working closely with their own sports information director, the opponent's sports information director, and the media covering the contest.

The CCCSIA was created in part to help provide direction in the practice of sports information. For other information on sports information responsibilities, questions on various functions of the sports information professionals, or training and instructions for individuals who will be handling sports information responsibilities, please contact a member of the CCCSIA Executive Board.

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